



DEPARTMENT OF THE NAVY
COMMANDER SEVENTH FLEET (98601-6003)
COMMANDER, U.S. NAVAL FORCES JAPAN (96348-0012)

COMSEVENTHFLTINST/
COMNAVFORJAPANINST 1306.1A
N01CC/N004
20 Sep 04

COMSEVENTHFLT INSTRUCTION/
COMNAVFORJAPAN INSTRUCTION 1306.1A

Subj: CONSECUTIVE OVERSEAS TOUR (COT)/OVERSEAS TOUR EXTENSION
INCENTIVE PROGRAM (OTEIP) SCREENING

Ref: (a) MILPERSMAN sections 1300, 1301 and 1306
(b) DOD Directive 1315.7
(c) BUMEDINST 1300.2
(d) COMNAVFORJAPANINST 1300.1R

Encl: (1) C7F/CNFJ 1306/7 (Rev. 2-04) Command Review Checklist
(2) Guidance on submission of COT via Enterprise Knowledge
Management (eKM) Action Tracker

1. Purpose. To outline COT and OTEIP policies and procedures for Navy personnel assigned within the CNFJ and C7F Area of Responsibility (AOR) to include Diego Garcia, Korea, Singapore, and Guam supplementing references (a) through (d). This instruction has been substantially rewritten and should be reviewed in its entirety.

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2. Cancellation. COMSEVENTHFLTINST/COMNAVFORJAPANINST 1306.1

3. Information

a. COT. A COT occurs when a Sailor is moved PCS from one overseas duty station to another and may be an in-place or inter-theater reassignment. For all overseas to overseas assignments, transferring commands must re-screen service members and family members to determine their suitability. This includes 'split tours' or tours that may otherwise be shortened due to events such as decommissioning.

b. OTEIP. An OTEIP occurs when a Sailor is requesting to extend onboard their current command on a year-to-year basis. Sailors assigned within the CNFJ and C7F AOR who are not in compliance with the current COT policy, must submit an OTEIP request to determine their suitability.

4. Policies and Scope

a. Experience has demonstrated the continuing need to carefully screen personnel desiring COT assignment. This is due to the limited support infrastructure available overseas and the need to have only our most

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qualified performers forward-based in our host country. Additionally, our personnel deserve every opportunity to remain professionally competitive for career progression. Such career progression may not be available in repeated, non-diversified, overseas assignments. As well, circulating personnel from the FDNF back to CONUS or Hawaii tours opens billets to be filled from outside the FDNF. This ensures that the FDNF will continue to get an infusion of new people with new ideas, so that the FDNF remains at the forefront of Navy operational readiness.

b. To address this concern, a COMNAVFORJAPAN endorsement will be required with the NAVPERS 1306/7 for all enlisted members of units based within the C7F and CNFJ AOR requesting a Consecutive Overseas Tour. OTEIP request will normally be approved at the command level unless the member has:

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- (1) More than three primary dependent family members
- (2) Secondary dependent family members
- (3) Has served more than six consecutive years in the FDNF/AOR.

In these cases, C7F/CNFJ COT checklist must be submitted to COMNAVFORJAPAN for the OTEIP request. In considering the member's request for COT or OTEIP, Commanding Officers will utilize enclosure (1), to be forwarded with the NAVPERS 1306/7. For officers, utilization of enclosure (1) with Commanding Officer's endorsement is the only requirement.

c. C7F/CNFJ supports the collocation of Navy member married to other military members. Military couples desiring collocation must separately submit a COT request with command endorsement, noting their military couple status and including the name, rank/rate, service, SSN of spouse, and number of current dependents. Each member must submit a copy of their spouse's request with their request to expedite COT determination. Additionally, both members must be in agreement that collocation is desired. If not in agreement, each member's COT will be processed in accordance with their desires as if they were unmarried.

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5. Action

a. Commander, Naval Forces Japan will:

(1) Receive, process, and endorse all COT packages and OTEIP request for Sailors requesting reassignment or extension to type three, four, or six billets within the C7F and CNFJ AOR.

(2) Review submitted COT packages for Consecutive Overseas Tours within the C7F and CNFJ AOR. Sailors with two consecutive tours or more within the C7F and CNFJ AOR will not normally be approved for COT.

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The rationale is that third tours and beyond will lead to a decade or more in one geographic location, which is excessive. The professional experience base of the Sailor or officer will become too limited. Note that this guidance applies with equal force to enlisted-to-officer transitions. Commissioning does not reset COT screening.

(3) Review submitted COT packages OTEIP request for dependency considerations. Sailors with more than three primary dependents and any secondary dependents (mother/father-in-law, adopted children not command sponsored) residing in Japan will not normally be approved for COT.

(4) Review submitted COT packages OTEIP request for disciplinary infractions involving major offenses, family advocacy issues and host nation law violations. Sailors and dependents that have not consistently displayed ambassador-like qualities necessary in representing the United States will be closely scrutinized for COT approval.

(5) All COT packages and OTEIP requests for Sailor requesting assignment or extension to any type shore duty within CNFJ AOR will be forwarded with recommendation to Commander, Navy Personnel Command (CNPC) COT Program Manager. Any type four request or request for duty within C7F AOR will be forwarded to C7F for further endorsement.

b. Commander, SEVENTH Fleet will:


(1) Upon receipt of COT package or OTEIP request from CNFJ, review the COT package or OTEIP request, checking for the Sailor's qualifications to remain forward deployed and advancement eligible/competitive. Forward the COT package to CNPC COT Program Manager.


6. Procedures

a. Personnel possibly interested in a COT should submit a COT request between 12-15 months prior to PRD. PCS orders shall not be written until C7F and/or CNFJ review of COT request is complete. In cases where C7F and/or CNFJ has negatively endorsed a request, the order should only be released after the cognizant O-6 at the Navy Personnel Command has determined the recommendation must be overridden for critical readiness reasons. All personnel requesting a COT or OTEIP must submit a NAVPERS 1306/7 request and a C7F/CNFJ COT checklist via their Commanding Officer to CNFJ. The Commanding Officer will make appropriate recommendation/endorsement to the COT or OTEIP checklist and NAVAPERS 1306/7 and forward the COT or OTEIP package utilizing guidance in enclosure (2). For commands that do not have access to the Internet or limited bandwidth capability, see enclosure (2) for submission guidance. CNFJ will review and endorse the COT request based on the information supplied and the Commanding Officer's endorsement.

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b. The COT package, with CNFJ and C7F (as necessary) endorsement(s), will be forwarded directly to CNPC with a copy returned to the originating command.


T. M. GIARDINA
Chief of Staff


T. E. ARNOLD
Deputy and Chief of Staff

Distribution:
COMSEVENTHFLT 5216.1H
LIST I, IV (A)
NAVFORJAPAN
COMNAVFORJAPAN Web site:
<https://www.cnfj.navy.mil/admin/instructions>

Copy to:
COMPACFLT
PERS-40

**COMMANDER SEVENTH FLEET
COMMANDER, U. S. NAVAL FORCES, JAPAN
CONSECUTIVE OVERSEAS TOUR (COT) COMMAND REVIEW CHECKLIST**

DEPARTMENT HEADS WILL USE THIS CHECKLIST FOR DETERMINING THE SUITABILITY OF MEMBERS TO BE ASSIGNED TO A COT AND FOR EXTENSIONS ONBOARD OF ONE YEAR OR MORE. THIS LISTING IS NOT ALL INCLUSIVE AND INPUT FROM THE CHAIN OF COMMAND IS RELIED UPON HEAVILY IN THIS PROCESS. THE MOST FAVORABLE COT REVIEW WILL BE ONE IN WHICH ALL THE ITEMS WHICH FOLLOW ARE ANSWERED IN THE COLUMN MARKED WITH AN ASTERISK (*). WHERE SPECIFIC INFORMATION IS REQUESTED PROVIDE AMPLIFYING INFORMATION IN THE SPACE PROVIDED OR BY ATTACHING ADDITIONAL DOCUMENTATION AS REQUIRED.

MEMBER'S NAME:		RATE/RANK:	SSN:
Present Command		FILLING CURRENT BILLET/PAYGRADE:	DATE REPORTED:
PROPOSED COMMAND:			LOCATION:
Member contact information:			
Command CCC contact information:			
ANTICIPATED BILLET/PAYGRADE AT NEW COMMAND:	TYPE DUTY SHORE/SEA/REMOTE 1 2 3 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	NUMBER OF COT MEMBER IS APPLYING FOR: <input type="checkbox"/> 1st <input type="checkbox"/> 2 ND <input type="checkbox"/> 3 TH <input type="checkbox"/> OTHER ()	

REVIEW ITEM	1. SERVICE RECORD REVIEW			
	a. Marital Status:			
	b. Family Composition: (INCLUDE PRIMARY AND SECONDARY DEPENDENTS)			
	Name	DOB (YY/MM/DD)	Relation to Sponsor	Reside with Member
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
	If not residing with member, list location where are they residing?			
	If requesting an unaccompanied tour, where will the family members reside?			
	If any family members are secondary dependants, attach copy of secondary health insurance for Japan.			
	c. Are all family members residing with sponsor command sponsored? (Determined by Dependent Entry Approval or other documentation filed in Field Service record)			
	<input type="checkbox"/> Yes / NA - Continue.			
	<input type="checkbox"/> No - Explanation regarding why family members residing in Japan are not command sponsored.			
Explain:				
d. Career Summary:				
(1) Active Duty Start Date:		(2) Time in Paygrade:		
(3) Time in Service:		(4) Projected Rotation Date:		
(5) Tours in Japan:		(6) Years in Japan at PRD:		
(7) Tours Overseas:		(8) Years Overseas at PRD:		

e. Career Assignment History of ALL Major Assignments/Commands, continue on additional paper if required. Incomplete submissions will be returned to submitters command :

From	To	Command	Location
	PRESENT		

f. Is member a volunteer for COT?

☐ Yes - Explain why member desires to remain in Japan or go to another overseas location.

☐ No - Explain details of chain of command efforts to obtain member CONUS assignment.

g. Is member qualified as a Warfare Specialist ?

☐ Yes - Specify Qualification(s): _____ Date Qualified: _____

☐ No - Based on assignment history, explain why member did not qualify during previous assignment(s)?:

h. Are there NJP / Court Martial / Civil Convictions during current overseas tour?

☐ Yes - Attach explanation, including:

- (1) What was the nature of member's misconduct?
- (2) Was misconduct of a serious nature, i.e., assault, alcohol related?
- (3) Did misconduct occur on or off base?

☐ No - Continue.

i. Does member have a history of unsatisfactory or below standard performance (any mark below 3.0 in the last two years or during the current overseas tour)?

☐ Yes - Explanation of member's performance deficiencies and report of member's progress to overcome the deficiencies.

☐ No - Continue.

j. Is the COT for which member is requesting one that will be "career enhancing?"
(Is member "on track" with his peers in rate, rank, NEC?) (Attach explanation of deficiencies)

☐ Yes - Continue.

☐ No - Counsel member on career path in considering assignment overseas and attach < Record of Counseling >.

k. Has member or a family member ever been referred to the Family Advocacy Program (FAP)?

☐ Yes - Attach explanation, including:

- (1) Has case been resolved?
- (2) If treatment is ongoing, may it continue following transfer?
- (3) Does FAP case manager support COT?

☐ No - Continue

REVIEW ITEM

Remove entire highlighted section as it is immaterial to the decision making process.
I. Has U.S. immigration paperwork for any non-U.S. citizen family members been completed?

☐ Yes / NA - Continue.

☐ No - Explain reason for lack of immigration documents.

*Note: Member will not remain overseas merely because family members do not have immigration authorization.
(Authorization may take up to six months.)*

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m. Are any family members enrolled in the Exceptional Family Member (EFM) Program?

☐ Yes What category _____

Attach explanation, including:

- (1) Will proposed assignment continue to meet EFM needs?
- (2) Has required EFM documentation for new enrollment or continued enrollment been submitted to BUPERS? Expiration Date?
- (3) What level EFM classification is assigned or expected (I, II, III, IV)?
- (4) Are medical facilities able to support needs?
- (5) Is DODDS able to support any special educational needs?

☐ No - Continue.

3. LOCAL INSTALLATION RECORDS / FAMILY REVIEW

a. Does family reside in Navy Family Housing?

☐ No - Continue.

☐ Yes - When did family initially occupy housing? Month/Year

b. Do Security records indicate complaints against member or family members (including involvement with Host Nation police)?

☐ No - Continue.

☐ Yes - Attach explanation, including:

- (1) What misconduct is documented?
- (2) Did misconduct occur on or off base?
- (3) What was the final resolution of the case?

c. Have any family members been directed to the local installation Civilian Administrative Forum (CAF) (including family members removed from country)?

☐ No - Continue.

☐ Yes - Attach explanation, including:

- (1) What incidents were involved?
- (2) What punishment was awarded?
- (3) Did member / family members complete all requirements set forth by the CAF Officer?

d. Is member / family members involved in any on-going criminal or NCIS investigations?

☐ No - Review complete.

☐ Yes - Explain including: "What is situation and member or family member involvement?"

MEMBER CERTIFICATION

I CERTIFY THE INFORMATION ABOVE IS COMPLETE AND CORRECT AS OF THIS DATE.
 I FURTHER UNDERSTAND THAT ANY MAJOR CHANGES IN MY PERSONAL OR FAMILY INFORMATION REPORTED ABOVE WILL BE IMMEDIATELY REPORTED TO THE CHAIN OF COMMAND.

SIGNATURE

DATE

DEPARTMENT AND COMMAND REVIEW

COMMANDING OFFICERS AND DEPARTMENT HEADS WILL USE THIS CHECKLIST FOR DETERMINING THE SUITABILITY OF MEMBERS TO BE ASSIGNED TO A CONSECUTIVE OVERSEAS TOUR OR APPROVED FOR AN OTEIP EXTENSION. THIS LISTING IS NOT ALL INCLUSIVE AND INPUT FROM THE CHAIN OF COMMAND IS RELIED UPON HEAVILY IN THIS PROCESS.

DEPARTMENT HEAD COMMENTS:

DEPARTMENT HEAD

SIGNATURE

DATE

RECOMMENDING

☐ APPROVAL / ☐ DISAPPROVAL

For processing, attach:

- ☐ (1) Copy of Last Three Evaluations
☐ (2) NAVPERS 1306/7
☐ (3) Applicable Supplements / Personal statements
☐ (4) Record of Counseling (If necessary)

COMMAND CAREER COUNSELOR

SIGNATURE

DATE

RECOMMENDING

☐ ELIGIBLE / ☐ NOT ELIGIBLE

COMMAND MASTER CHIEF

SIGNATURE

DATE

RECOMMENDING

☐ APPROVAL / ☐ DISAPPROVAL

EXECUTIVE OFFICER / CHIEF STAFF OFFICER

SIGNATURE

DATE

RECOMMENDING

☐ APPROVAL / ☐ DISAPPROVAL

OFFICER IN CHARGE / COMMANDING OFFICER

SIGNATURE

DATE

RECOMMENDING

☐ APPROVED / ☐ DISAPPROVED

COMMANDING OFFICER COMMENTS:

COMMANDER SEVENTH FLEET / COMMANDER NAVAL FORCES JAPAN REVIEW

C7F / CNFJ REVIEW AUTHORITY SIGNATURE

DATE

☐ APPROVED / ☐ DISAPPROVED

SUBMISSION OF COT REQUEST GUIDANCE UTILIZING e-KM

1. Consecutive Overseas Tour (COT) requests submitted to CNFJ shall be done via Enterprise Knowledge Management (e-KM) Action Tracker. e-KM is a secure, web-based collaboration tool that utilizes 128-bit encryption. Most commands are familiar with the e-KM system as a result of Individual Force Protection Plan (IFPP) and awards migration. When submitting COT packages, please use the following business practices:

- a. Open e-KM
- b. Click on actions menu tab
- c. Click on new entry (all fields with red text are required entries)
- d. Fill out action tracker entry with the following information:
 - (1) Subj: COT ICO (rank/rate, last name, first name mi, last four of SSN) example: COT ICO AGCS Sailor, Robert L, 1874 (note: 50 characters limit)
 - (2) Action number: leave blank (eKM will automatically assign)
 - (3) Description:
 - Command/unit: (use SNDL short title)
 - Number of COT applying for: (First, Second, ect)
 - Type of duty requesting: (Sea-Sea, Sea-Shore, Shore-Sea)
 - Number of dependents: (3 PRI, 0 SEC)
 - Years of service in Japan: (3 Consecutive, 5 Total)
 - (4) Due date: Five work days from submission date
 - (5) Assessment: Red - PRD less than 6 months, Yellow - PRD from 6 to 9 months, Green - PRD greater than 9 months
 - (6) Attention to: COT, CNFJ (after being routed to members of COC)
 - (7) Comments: COC make comments for approval/disapproval and any amplifying remarks when required. All comments are considered official recommendations and replace the need for command letterhead endorsements.
 - (8) URL: Leave blank
 - (9) Files: Attach copy of completed enlisted personnel action request (NAVPERS 1306/7) and C7F/CNFJ Command Review Check List (C7F/CNFJ 1306.1) using Microsoft Word. Also, scanned PDF files, if capability is available, and any other amplifying or supporting

Enclosure (2)

documentation may be attached.

(10) Community sharing: Individual submitting (personal community) and chain of command.

Note: Recommend commands establish Community of Practice (COP), if not already in place, for COT submissions allowing increased collaboration and tracking.

e. Click on submit button

3. Once CNFJ receives the COT, it will be routed internally as applicable. After final disposition is determined, CNFJ will process COT for submission to BUPERS or through C7F. The submitting chain of command will be able to track the status of COTs on-line vice having to send e-mail, calling, and/or visiting CNFJ Flag Adim.

4. CNFJ requires submission of COT directly from Commanding Officer or Executive Officer (Acting). However it is highly recommended that commands initiate COT submission process using e-KM internally through their admin office/Command Career Counselor to speed up routing.

5. For commands that do not have access to the internet or limited bandwidth capability, COT packages send via e-mail, fax, USPS will continue to be accepted. However, processing/response time will be delayed when the CNFJ staff converts the medium into digital format for C7F/BUPERS action.

6. For commands that do not have access to eKM and/or require Assistance/training, contact Far East eKM administrator, DSN: 243-7906, email: ekm@cnfj.navy.mil and/or C7F eKM administrator, DSN: 243-5681, email: Jenkins.theron@cnrfe.navy.mil.

7. This program will improve overall management and efficiency of the COT program. Quick engagement will help achieve the goal of processing COTs for Sailors and chain of command in a timely manner.